



MTI-MARDAN MEDICAL COMPLEX

Job Description for the Post of Manager (Administration & Facilities Management)

Document #: MMC-Admin-JD-01

Issue No.

Issue Date: _____

Designation: Manager (Administration & Facilities Management)

Required Qualification & Experience:

As per MTI Regulation

Job Summary

Duties & Responsibilities

1. Takes planned hospital round daily and surprise round of the hospital at random and discusses or submits in writing the observations to HD
2. Assign and deploy auxiliary personnel (office staff, peons, etc.) to various units/departments based on operational needs.
3. Provide direct administrative supervision and performance management for all auxiliary staff.
4. Administer the overall office environment to ensure it remains conducive for work.
5. Ensure strict staff attendance, punctuality, and adherence to institutional policies regarding uniform, professional attitude, and workplace behavior.
6. Ensure the functionality, reliability, and maintenance of all critical utilities and back-ups (electricity, water, gas, and networking) through proactive liaison with the Maintenance/Engineering department.
7. Oversee the cleanliness and upkeep of the entire offices, building and its premises.
8. Supervise gardening staff to maintain a clean, green, and pleasant outdoor environment.
9. Manage the proper disposal of waste in compliance with protocols.
10. Act as the primary liaison point between support services and clinical/operational units to understand and proactively address their needs.
11. Report regularly any equipment mishandle, broken or need repair.
12. Coordinate with the Maintenance/Repair and Electro-Medical Engineering departments to ensure scheduled and corrective maintenance of facilities and equipment.
13. Liaison with regulatory authority such Health Department, Commissionerate office and local security agencies or any other applicable
14. Ensure the consistent availability and procurement of necessary non-clinical and office supplies.
15. Monitor facilities and services to confirm they meet the operational needs of the staff utilizing them.
16. Adhere to all institutional policies (QMS), identify and mitigate hazards, protect hospital assets, and participate in mandatory training.
17. Maintain law and order, under usual circumstances keeping HD informed.
18. Ensure that no unauthorized persons, students, or trainees are permitted to practice within the department
19. Perform any other duties as assigned by MD/HD.

Key Performance Indicator

- Operational Oversight & Facility Management
- Staff supervision and Management
- Compliance, Security & Discipline
- Emergency Response & Communication
- Task Oriented